

# PERMIT CENTER OFFICE

## PROJECT SUBMITTAL CHECK LIST

**PROJECT ADDRESS:**\_\_\_\_\_

\_\_\_\_\_ **RESIDENTIAL**

\_\_\_\_\_ **COMMERCIAL**

**TYPE OF PROJECT:**

<input type="checkbox"/>	NEW CONSTRUCTION	HABITALBE FLOOR AREA:	GARAGE:
<input type="checkbox"/>	ADDITION	HABITALBE FLOOR AREA:	GARAGE:
<input type="checkbox"/>	REMODEL/REPAIR/TENANT IMPROVEMENT		

	YES	NO
PROJECT WITHIN REDEVELOPMENT DISTRICT		
AFFORDABLE HOUSING FEES DUE		
PROJECT WITHIN 100 FT OF SHORE LINE (BCDC Permit required)		
HOMEOWNER'S ASSOCIATION		
ANY EXTERIOR MODIFICATIONS (If yes, Design Review required)		

**DESIGN REVIEW:**

<input type="checkbox"/>	DESIGN REVIEW APPLICATION MINOR :_____ MAJOR:_____
<input type="checkbox"/>	APPLICATION SIGNED BY PROPERTY OWNER
<input type="checkbox"/>	HOME OWNER'S ASSOCIATION LETTER (if required)
<input type="checkbox"/>	FEE CALCULATION SHEET

**PROJECT APPLICATIONS:**

<input type="checkbox"/>	BUILDING PERMIT APPLICATION
<input type="checkbox"/>	PLUMBING PERMIT APPLICATION (with fixture count provided)
<input type="checkbox"/>	MECHANICAL PERMIT APPLICATION (with fixture count provided)
<input type="checkbox"/>	ELECTRICAL PERMIT APPLICATION (with fixture count provided)
<input type="checkbox"/>	BCDC INTER-AGENCY AGREEMENT

**PLANS:**

<input type="checkbox"/>	NUMBER OF SETS SUBMITTED (4 sets for standard submittal, 8 sets if concurrent plan check)
<input type="checkbox"/>	PLOT PLAN ____ PROPERTY DIMENSIONS ____ BUILDING SETBACKS (front, back, sides)
<input type="checkbox"/>	FLOOR PLANS (existing & proposed)
<input type="checkbox"/>	BUILDING ELEVATIONS (front, back & side views of building) ____ BUILDING HEIGHT ____ HEIGHT OF EACH FLOOR ____ TYPE OF SIDING ____ SIZE, TYPE, LOCATION OF WINDOWS, INCLUDING SILL HEIGHT

<input type="checkbox"/>	TITLE 24 CALCULATIONS SUBMITTED WITH OWNER'S SIGNATURE
<input type="checkbox"/>	TITLE 24 FORMS PRINTED FULL SIZE ON PLANS (MF-1, CF-1R)